

FMLA Guidelines and Steps

Human Resources Office of the Provost

- **Step 1-Advising:** Meet with your U of A Leave Advisor. Your advisor will help answer any leave questions. *The FML process should start at least 30 days prior to your requested leave start date. U of A Leave Advisors are based on the first letter of employees' last names:*
 - Last Names A-M: Souky Coneway (hrrsolutions@arizona.edu)
 - Last Names N-Z: Mike Krebbs (hrrsolutions@arizona.edu)
- **Step 2-FML Request:** Once you have met with your *U of A Leave Advisor*, and you are ready to start the FMLA process, please submit your [Family Medical Leave Request](#) to your *Provost HR Team FML Coordinator*. If you will be requesting Paid Parental Leave concurrently to FML, please also submit your completed [Paid Parental Leave Form](#). Designated *Provost HR Team FML Coordinators* are also based on the first letter of employees' last names:
 - Last Names A-M: Amelia Valdivia (ameliamiramon@arizona.edu)
 - Last Names N-Z: Lisa Lujano (llujano@arizona.edu)
- **Step 3-Notice of Eligibility:** Your *Provost HR Team FML Coordinator* will work with your U of A Leave Advisor to determine your FMLA eligibility. Once eligibility is determined, your FML Coordinator will provide you with a Notice of Eligibility highlighting next steps (i.e. request for Medical Certification or any additional documents). **Your leave is not yet approved at this step.**
- **Step 4-Medical Certification:** Upon request of a Medical Certification, employees will have 30 calendar days from notice date to submit this to our Provost HR Team for further review.
- **Step 5-Designation Notice:** Upon receipt of your medical certification, your Provost HR Team FML Coordinator will issue a Designation Notice. FML requests are officially approved or denied at this step. Employees may start reporting FML time on timesheets upon receiving an approval notice for requested leave dates.